



Lead High School Counselor

Salary: Commensurate with experience

Tour of Duty: 12 Month Position

Location: Detroit, MI

Reports To: Network Supervisor

To Apply: Click [here](#)

Our students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at the Education Achievement Authority of Michigan (EAA). We seek individuals who are passionate about transforming the lowest performing schools in Michigan and making a significant difference in the lives of students, parents, principals, teachers, and central office employees.

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter. Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not just a school system. We believe that all children are capable of high academic achievement. We continuously seek methods of improvement while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Position Overview

The Lead High School Counselor will help establish best practices to increase graduation rates and enrich our students' post-secondary options in the following areas:

- Leads the College and Career Development initiatives for the EAA
- Monitors and supports the reading and math academic progress of students in the CTE program
- Builds the capacity of EAA Counselors and Advisors based on individual or group needs assessments
- Establishes protocols and procedures in the areas of counseling, graduation monitoring, college and career advising, internships, etc.
- Trains and provides oversight of the school-based support staff in providing academic, social, and emotional support for students
- Works closely with other individuals within EAA and external partners to ensure improved graduation and college acceptance rates
- Ensures compliance with local, state and federal policies and statutes of guidance programs

Essential Duties and Responsibilities

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The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Provides training, guidance, and support to all EAA high school counselors/advisors
- Collaborates with EAA High School Network team members and others (Data Team, CTE Director, Special Education Department, etc.) to achieve district, network, and CTE program goals
- Monitors implementation of best practices and network/district policies and procedures related to school counseling programs, college and career advising, CTE programs, Advisory, Student Individual Development Plans, Dual Enrollment, etc.
- Provides individual and group counseling to high school students, as needed
- Provides leadership and support services in the event of crisis
- Collects, monitors, and assesses relevant student data that supports the attainment of network goals while assisting with appropriate interventions, especially in reading and math
- Functions as a lead collaborative team member within the district with respect to providing support services to students; monitoring on-track for graduation status; college readiness activities; graduation and college-related events; internships; CTE academic progress, credit recovery initiatives; etc.
- Provides opportunities for students to explore post high school opportunities
- Participates in the planning and the development of school and district-wide counseling and advising programs
- Participates in individual school and/or system-wide programs to develop and promote a college-going school climate and culture
- Complies with confidentiality, FERPA and other applicable laws
- Conducts work in a manner that demonstrates a commitment to professional practice and procedures
- Adapts to changes in the work environment including occasional delays, requests for expedited information or documents, or unexpected events
- Maintains accurate and appropriate records and documentation
- Assists in coordination of student support services within and outside of the school

Qualifications

- Bachelor's or Master's Degree (preferred) from an accredited college or university with an endorsement in School Guidance and Counseling
- Michigan School Counselor License
- Satisfied all requirements to be employed as a School Guidance Counselor
- Minimum of three (3) years of successful experience as a high school counselor
- Extensive knowledge of comprehensive high school curriculum
- Extensive knowledge and experiencing assisting students with post-secondary planning
- Excellent written and oral communication skills
- Evidence of outstanding interpersonal skills

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- Evidence of effective time management, multi-tasking and organizational skills
- Proven record of collaborating within a team setting
- Experience working with both special education and general education students
- Strong attention to detail
- Proven record of establishing positive and collaborative relations with staff, parents and students
- Demonstrated commitment to continuous improvement, including EAA High School Network goals
- Understanding of Response to Intervention (RTI) and other student support systems
- Experience using multiple forms of data to make decisions that support student progress and growth
- Ability to assist and consult with teachers and administrators on a variety of related matters

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.